

THE ABSTRACT:

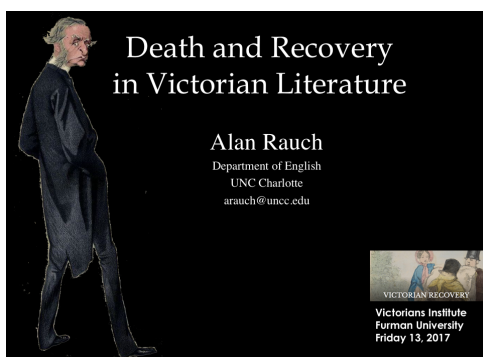
1. What to include in an abstract:
 - A clear & informative introductory Sentence
 - Indication of your argument
 - Context & Significance
 - Critical Methodology (Marxist/Feminist/Material Culture/Reader Response)
 - Major conclusions/argument
2. Write so that a general readership (within your broad community) will be able to understand the abstract.
3. Write in complete logical units (i.e. provide strong transitions, good flow, clear development).
4. Use transitions and subordinate conjunctions (e.g. "however," "in addition," "while," "although," "therefore," etc.).
5. Use language with which you feel familiar and comfortable, *and* that is drawn from your essay.

THE PAPER:

1. Your paper should begin with a clear articulation of your argument and its context. Your reader should understand your argument from page 1. (Yes, NUMBER your pages!!!)
2. Your paper should be a clean and simple presentation. Jettison the complications and the details of your written paper. If people want extra details, you'll field their concerns in the Q&A.
3. Keep your paper short—about eight pages (1 page of doubled-spaced text = 2 minutes).
4. Your conclusion should reassert the import of your argument. And perhaps situate it in a broader context. But don't be "cute" or "dramatic."

THE PRESENTATION:

1. DO NOT read your paper with it held close to your face (print the *reading* copy in 14 pt) and do not use a monotonic voice. Speak clearly (and loud enough for the space), with emphasis and humor in the appropriate places. (Prepare by reading it out loud many times. Give yourself one or two *planned* moments of digression to look at your audience directly.)
2. Always use captions for illustrations!
3. Coordinate (key in) your talk with your PowerPoints. If you don't use a PowerPoint Presentation make a handout (for images/reading passages/biographical information, etc.)
4. Your name, email, and affiliation should be on the first and last slide of the PowerPoint, along with the conference title and date. That information should be on handouts as well.
5. Check out the room in which you'll present AHEAD of time. Look at the computer hookups, test the lighting. Consider where and how you'll stand.
6. Send the moderator a brief blurb about yourself well before the conference. Include the proper pronunciation of your name. (e.g. Alan Rauch [pronounced *Rowch*]).
7. Have a pad with you to take notes on the papers of other panelists, & to jot down thoughts for Q&A.



Title page of one of Alan's recent conference PowerPoints.